

# **Occupational Safety and Health Protection for Employees of *General Services Administration Heartland Region***

The Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960 require the heads of Federal agencies to establish programs to protect their employees from on-the-job hazards to safety and health.

## **GSA Responsibilities**

The General Services Administration (GSA) must comply with the safety and health standards issued under Section 6 of the Occupational Safety and Health Act, or alternate standards approved by the Occupational Safety and Health Administration (OSHA). Among the requirements are these:

### **Designate an agency safety and health official.**

The Commissioner, Public Buildings Service (PBS), is responsible for administering the overall safety and health program for GSA and may be contacted at the Public Buildings Service, Washington, DC 20405.

### **Educate employees**

GSA must conduct occupational safety and health training programs for managers, supervisors, and employees.

### **Provide safe and healthful working conditions.**

GSA managers and supervisors must provide safe and healthful workplaces for all GSA employees.

### **Provide safety equipment.**

GSA must acquire, maintain, and require the use of approved personal protective equipment, safety equipment, and other devices necessary to protect employees.

### **Inspect worksites.**

Qualified personnel must inspect GSA workplaces at least annually, or more often depending upon the risks involved.

### **Post notices of hazard.**

GSA must post a notice of unsafe or unhealthful working condition found during inspections. This notice should be readily observable by those employees affected and will remain posted until the condition has been corrected or for three (3) working days, whichever is later. GSA Form 3614 shall be used for this purpose.

**Maintain records.**

GSA must maintain records of occupational accidents, injuries, illnesses, and their causes. Each GSA facility must post an annual summary of injuries and illnesses for 30 days at the close of the fiscal year.

**Eliminate hazards.**

GSA must take corrective action to eliminate hazardous conditions and must correct imminent danger conditions immediately.

**Report serious accidents.**

GSA must report by telephone, accidents involving fatalities, or hospitalization of five or more GSA employees to the Secretary of Labor, Office of Federal Agency Programs, within 48 hours.

## **Occupational Safety & Health Committee Responsibilities**

Each GSA facility four or more supervisors assigned will appoint an Establishment OSH Committee. Committees must have equal representation of management and non-management members. GSA OSH Committee duties include:

**Monitor GSA's safety and health program.** The committee must monitor GSA's safety and health performance, conduct inspections when requested, and be cognizant of GSA's safety and health policies and program. Committees must, except where prohibited by law, have access to GSA's information regarding their duties including knowledge of the hazardous nature of substances in GSA's workplaces.

**Respond to complaints.** The committee must: maintain a system for receiving and investigating employee reports of unsafe or unhealthful working conditions and responding to them; conduct local workplace safety inspections when requested; and provide local GSA management recommendations with respect to the safety and health of employees.

## **Employee Responsibilities**



GSA employees must:

**Comply with applicable safety and health standards that apply to the workplace; use or wear protective clothing and equipment issued and maintain items in a clean and serviceable condition at all times; and report unsafe/unhealthful workplace conditions to their supervisor.**

**Report all injuries, illnesses, and accidents (no matter how minor) to supervisors promptly.**

**Work safely and follow all work procedures, both oral and written.**

## **Rights of GSA Employees**

GSA employees and their representatives have the right to:

**Review copies of safety and health standards, injury and illness statistics, and safety and health program procedures.**

**Comment on alternate standards proposed by GSA.**

**Participate in GSA's safety and health program.** Official time for participation is authorized under Executive Order 12196 and 29 CFR 1960.


**Request Inspections.** Report unsafe or unhealthful working conditions to appropriate officials including, the Secretary of Labor and request inspections. GSA employees are encouraged to use GSA procedures to report unsafe or unhealthful working conditions. GSA Form 3592 shall be used for this purpose.

**Request their names not be revealed when reporting unsafe or unhealthful conditions to anyone other than authorized representatives of the Secretary of Labor.**

**Freedom from restraint, coercion, discrimination, or reprisal for filing a report of unsafe or unhealthful working conditions.**

## **Further Information**





Report any individual or local workplace safety and health problems to your supervisor or to the Safety and Health Designees in GSA's regional Safety and Environmental Management Office (6PEF):

- **Kevin W. Santee at 816-823-2219**
- **William H. Ferreter at 816-823-2226**
- **Dave L. Hartshorn at 816-823-2227**

The Designated Agency Safety and Health Official (DASHO) for Heartland Region GSA Is the Assistant Regional Administrator, Public Buildings Service:

**Mary Ruwwe, 6P**

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**GSA**